APPENDIX I

DEPARTMENT OF HEALTH AND FAMILY SERVICES   **STATE OF WISCONSIN**
Division of Children and Family Services
CFS-78 (Rev. 12/2004)

CHILD CARE STAFF–TO–CHILD RATIO WORKSHEET
GROUP CHILD CARE CENTERS

Use of form: Use of this form is voluntary. It may be used to determine the maximum number of children in a group.

Date - Calculations Completed	Time of Day ☐ A.M. ☐ P.M.	Name - Classroom
Name - Teacher		Name - Teacher / Assistant Teacher

CALCULATIONS

1 Age - Child	2 Number of Children in Age Group	3 Numerical Weight for Age Group	4 Weight in Age Group Column 2 x Column 3
Birth to 2 years		.25	
2 years		.167	
2 ½ years		.125	
3 years		.10	
4 years		.077	
5 years		.059	
6 years and over		.056	
TOTAL		TOTAL	

TOTAL STAFF required - Indicated by the total of column 4.

Maximum number of children in a group = maximum number that can be cared for by 2 staff members as determined by staff - child ratio formula.

CRITERIA

One staff member is required for a group of children whose individual numerical weights total 1.0.

Example 1	3 children age 4 years	@	.077	=	.231	2 child care workers required
	16 children age 5 years	@	.059	=	.944	
			TOTAL	=	1.175	

Example 2	3 children under 1 year of age	@	.25	=	.75	1 child care worker required
	1 child 1 year of age	@	.25	=	.25	
			TOTAL	=	1.00	

Example 3	14 children 3 years of age	@	.10	=	1.40	2 separate groups of children with 3 child care workers required
	10 children 4 years of age	@	.077	=	.77	
	3 children 5 years of age	@	.059	=	.177	
			TOTAL	=	2.347	

SIGNATURE - Person Completing Form	Date Signed

03/2006